



INFORMATION TECHNOLOGY PROJECT REQUEST (ITPR)

**Guidelines & Instructions
for
Maryland State Agencies**

Fiscal Year 2008

Version 1.0

Table of Contents

Section 1.0: Overview	2
1.1 Introduction.....	2
1.2 Purpose.....	2
1.3 Outcome.....	2
1.4 Maryland Operating Budget	2
Section 2.0: ITPR Instructions & Format	3
2.1 General Preparation Instructions.....	3
2.2 Agency ITPR Format and Content	3
Part One – General Information.....	3
Part Two – Project Information	5
Part Three – Schedule	8
Part Four – Project Costs	8
Section 3.0: Submission Requirements	12
3.1 Submission Procedure.....	12
3.2 DBM OIT Staff Assistance	12
Section 4.0: Review & Approval.....	12
Section 5.0: Signature Page.....	13

Section 1.0: Overview

1.1 Introduction

The Agency Information Technology Project Request (ITPR) process exists to ensure that Maryland State Agencies follow a standardized approach to requesting Information Technology (IT) funds in support of each Agency's Information Technology Master Plan (ITMP) and consistent with the State's IT Master Plan. The Agency ITPR submission details the schedule and cost aspects of an Agency's IT budget request.

These guidelines and instructions apply to all units of the Executive Branch of Maryland State Government, including public institutions of higher education, other than the University System of Maryland, and any Agency requesting IT funds through the ITPR process and/or the Major Information Technology Development Project Fund (MITDPF), as stated in Chapters 467 and 468, Acts of 2002, as mandated by *State Finance and Procurement Title 3 § 3-403*.

1.2 Purpose

This document provides guidance and instructions for the Agency ITPR that will support the five-year budget request beginning fiscal year 2008 and ending fiscal year 2012.

1.3 Outcome

The ITPR process seeks to accomplish the following goals:

- Ensure consistency of IT project investments with an Agency's IT Master Plan;
- Provide documentation regarding project detail of an IT project investment;
- Capture schedule and cost detail for Agency IT project requests;
- Provide a consistent and repeatable process in support of the State's IT Project Oversight methodology. Complete information is available on the Department of Budget and Management (DBM) web site at <http://www.dbm.maryland.gov/>, keyword: it project oversight; and
- Ensure uniformity of IT project request submissions.

1.4 Maryland Operating Budget

Information collected from the FY08 Agency ITPRs that receive an FY08 Governor's Allowance will be published in the Maryland Operating Budget for FY08. Therefore, it is critical that ITPR information is entered accurately and completely and matches exactly the budget request submitted to the DBM Office of Budget Analysis (OBA).

Section 2.0: ITPR Instructions & Format

2.1 General Preparation Instructions

The Agency ITPR submissions should encompass the five-year fiscal period beginning 07/01/08 and ending 06/31/12.

These instructions are divided into the following four sections:

- Part One provides general agency information.
- Part Two provides specific project information.
- Part Three documents the project schedule.
- Part Four identifies project costs:
 - Project Phase Cost by Fund
 - Operations and Maintenance (O&M) Costs
 - Independent Verification and Validation (IV&V) costs
 - Project Expenditures by Comptroller Object

2.2 Agency ITPR Format and Content

The following section provides instruction on completion of the ITPR form.

Part One – General Information

- A. Agency: Enter the full Agency name.
- B. Project Title: Provide the same title as that provided on the project summary of the IT Master Plan.
- C. Executive Business Sponsor: Enter the full names of the Executive Business Sponsors of the project.
- D. Chief Information Officer: Enter the full name of the Chief Information Officer (CIO).
- E. Chief Financial Officer: Enter the full name of the Chief Financial Officer (CFO).
- F. IT Project Manager: Enter the full name of the IT Project Manager.
- G. Agency Senior Management Review: The costs associated with each ITPR must match exactly those submitted in the FY08 budget request for each project. OIT requires that the ITPRs be reviewed and approved by the Executive Business Sponsor, the Agency CIO and the Agency CFO. Please indicate that this has occurred by checking the appropriate boxes accordingly.

Please note: A hard copy signature page (see Section 5.0) containing all three signatures must be submitted to DBM before the ITPR will be considered.

H. Budget:

1. Appropriation Code: Enter the eight-digit RSTARS appropriation code.
2. Sub-Program Code: Enter the four-digit RSTARS appropriation code.
3. PCA Code: Enter the five digit RSTARS program cost account code.

I. Over CSB (Y/N): Indicate with a “Yes” or “No” if the project is over the “Current Services Budget” (i.e., unfunded).

J. Project Level: Indicate whether the project level is “New” or “Ongoing” by marking the appropriate check box.

K. Project Plan Number: Provide a two-digit Project Plan Number that is a unique identifier of the project (e.g., 01, 02, 03). This identifier correlates to the Agency project numbering scheme cited in the Agency ITMP.

L. Project Type: Indicate whether the project is New Development, System Enhancement, IT Infrastructure or Other.

1. New Development: Projects that involve the development and deployment of a system to support a new or changed business function, to replace an existing system that can no longer fulfill business needs, or to automate functions being done manually. New Development includes any Commercial-Off-The-Shelf packages that will be procured as an IT solution.
2. System Enhancement: Projects that involve significant modifications to the requirements and/or design of an existing system.
3. IT Infrastructure: Projects that involve the installation of new or replacement hardware, cabling, or system software products.
4. Other: If the project is none of the preceding types, then indicate the project type as “Other” and provide an explanation describing the type of project.

M. Project Classification:

1. Major (Y/N): Indicate whether the project qualifies as a major IT development project (MITDP). An MITDP is defined in *State Finance and Procurement Title 3 § 3-40* as an IT project that meets any one of the following criteria:
 - The total cost of development equals or exceeds \$1 million;
 - A project undertaken to support a critical business function; or
 - A project designated as an MITDP by the Secretary of DBM.
2. Program Code (Y/N): Indicate whether a separate Agency MITDP appropriation program code has been established.
3. Cross Cutting (Y/N): Indicate by selecting “Yes” or “No” if the project impacts multiple Agencies, federal/local government or involves the sharing of information across those entities.

Part Two – Project Information

- A. Project Description: Describe the project in general – why the project is being done; scope of the project – what is being done; and the expected performance outcome at project completion – what the end result will be. Projects should be defined in terms that can be understood by non-technical managers. The description should be described in terms of the business function supported.
- B. Project Status: Provide a summary of the current status of the project. This should include the project phase in the System Development Life Cycle (SDLC) as well as project status – on time, on budget and in scope for each phase, as well as for the overall project. Complete SDLC information is on the DBM web site at <http://www.dbm.maryland.gov/>, keyword: sdlc.
- C. IT Solution: This section is divided into the following eight sub-sections:
1. Technology: Provide a summary of the technology this system will use to satisfy the Agency's business need. Does this technology already exist statewide in the Maryland Technology Architectural Framework (MTAF) Technical Reference Model (TRM)?
If the products **do exist** in the TRM, answer the following questions:
 - Are the products classified as Sunset, Twilight or Other?
 - Does the Agency already have these products?
 - If not, what other Agencies are using this technology?
 - Are licenses available?
 - How will the products be acquired?If the products **do not exist** in the TRM, answer the following questions:
 - Why is the new technology required?
 - How much will it cost?
 - How will it be acquired?
 - Are there any other issues?
 2. Program Strategic Goals: Provide summarize how this investment supports your Agency mission, goals and objectives, as defined in the Agency Managing For Results (MFR).
 3. Critical Success Factors: Identify the three most important technical and/or business factors critical to the success of this project and how they will be monitored.
 4. Major Stakeholders: Identify the Major Stakeholders of the project. Stakeholders are those who have a vested interest in and will be impacted by the outcome of the project.
 5. Major Customers: Identify the major customers that the project will target when implemented. Customers are direct recipients of the project's products or services.
 6. External Dependencies: Identify the external dependencies and issues that must be resolved before major milestones can be achieved. External dependencies are

any items that are outside of the scope of the project, but upon which the project relies and is dependent. External dependencies should be viewed as relationships and managed as risks. Please identify IT and non-IT related external dependencies. Also, identify any special requirements to implement the project such as network (LAN/WAN), desktop and software.

7. Acquisition Strategy: Provide a summary of the Acquisition Strategy that will be used to acquire the goods or services needed to implement the project.
8. Authority/Mandate: Select “Yes” or “No” if there is a legal or regulatory authority that requires the Agency to pursue the project. If selecting “Yes”, cite authority and provide an explanation of the legislation, mandate, authority, etc.

For projects under development, the following information can be extracted from the System Boundary Document, Functional Requirements, Acquisition Strategy, or System Design Document as defined in the SDLC.

- D. Business Need Justification: Provide a summary of the business need and supporting justification for investment in this project. The narrative should clearly indicate why the project is required.

E. Benefits:

1. External: Provide a summary of the anticipated external benefits of the project when implemented. An external benefit is one that is realized by a stakeholder or customer of the system. The benefits should be quantifiable, where possible (example - reducing transaction turnaround time from 15 days to 10).
2. Internal: Provide a summary of the anticipated internal benefits of the project when implemented. An internal benefit is one that is realized within the business unit that owns the system. The benefits should be quantifiable, where possible (examples - business process savings and staff efficiencies).
3. Return On Investment (ROI): Identify the anticipated ROI when the project is implemented. The ROI is another way of looking at the investment by considering the cost in relation to the profit. A primary component of ROI is benefit, or payback. Benefits are typically identified as either tangible or intangible and should always be linked to performance measures. Tangible benefits are those benefits that are capable of being appraised at an actual or approximate value. Intangible benefits are those benefits that cannot be assigned a dollar value. An example of an intangible benefit is “flexibility”. This could be defined as a proposed system that may allow a manager to have two or three different people perform the same job without significant training expense.

F. Major Risks:

1. Risk Management Plan: Provide a Risk Management Plan for this project. All projects contain uncertainty and risk. Identify known risks, the probability of these risks occurring and how the agency plans to manage these risks. The risks and appropriate responses should be documented in the Risk Management Plan. Risk Management Plan information is on the DBM SDLC web site.

-
2. Risk Rating: Provide an overall risk rating for this project. Risks can be categorized as high, medium or low. Risk rating information is in the Risk Management document included with the ITPR Guidelines and Instructions on the ITAC web site at www.itac.state.md.us.
- G. Security and Privacy Requirements: Provide a summary that addresses security, privacy and disaster recovery for this project. If this is an existing system, indicate whether the security/privacy/disaster recovery plan is in place. If a plan has not been developed, describe when and how a plan will be implemented to address these critical requirement areas.
- H. Architecture and IT Policy Conformance: Provide a summary of key Agency architectural standards and policies applicable to this project.

Part Three – Schedule

Figure 1 is a completed sample of the input table that is part of the ITPR form. Agencies must list the major lifecycle milestones, by SDLC phase, for the project. Up to five milestones can be input for each phase. If an iterative development approach or multi-task task orders are employed for the project, and if the phases overlap for a budget year, clearly differentiate to which iteration each milestone relates (e.g. a two phase, or two-staged, project would have its various milestones identified as “Phase I” and “Phase II”, respectively).

Figure 1. Sample IT Project Major Milestones by SDLC Phase

Phase	Major Milestones	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date
Initiation	Identify initial requirements and obtain project funding and approval	02/02/06	04/02/06	06/03/06	
Concept		05/01/06	05/05/06		
Planning	Delivery of the management plan	07/01/06		08/31/06	
Requirements Analysis	Requirements defined	07/01/06		08/01/06	
Design	Design and design review completed, and signed off by Business Sponsor and IT Project Manager	08/01/06		09/14/06	
Development	Application developed and ready for agency testing at the contractor site	09/15/06		11/30/06	
Integration and Test	Application delivered and installed on development server	12/01/06		12/15/06	
	Testing on development server	12/15/06		12/30/06	
Implementation	Application installed on production servers	01/01/07		01/30/07	
Operations and Maintenance	Begin Operation	02/01/07		12/31/07	
Disposition	Retire system	01/01/10			

Part Four – Project Costs

- A. Project Phase Cost by Fund: In this section, the estimated or ongoing cost of a project is captured in two tables. The first table, Figure 2, Project Phase Cost, is a completed sample of the input table that captures total project cost by SDLC phase, and by fund category. The funding categories are divided into General Fund, Special Fund, Federal Fund, and Reimbursable Fund categories. The second table captures expenditures by Comptroller Object.

-
- B. Operations/Maintenance: Project O&M costs must include the ongoing yearly *total cost of ownership* after implementation and until these costs are incorporated into the Agency's baseline O&M IT budget. At least one full year of costs after implementation must be included before they become a part of the baseline budget.
- C. IV&V: Effective with FY08, IV&V costs will become a part of each MITDP cost. Each MITDP must include \$150k for IV&V per year for each full budget year of project development. These will be separate entries in the cost section of the ITPR.

The first column of Figure 2 and Figure 3 is labeled Prior to FY06. This column should include all actual project expenditures prior to FY06. The second column, labeled Actual FY06, should include all actual project expenditures for FY06. The third column, labeled Approp. FY07, is the amount of the project appropriation for FY07. The fourth column, labeled Budget Req. FY08, is the amount being requested this budget year FY08.

Note: Project Management costs for each phase must be included in the total project costs. This includes costs for both internal as well as contracted project managers.

Figure 2. Project Phase Cost by Fund

General Funds	Prior to FY06	Actual FY06	Approp FY07	Budget Req FY08	Gov Allow FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total GF
Initiation/Concept										
Planning/Req. Anal.										
Design/Development /Integration/Test			500,000							500,000
Implementation										
Operations/ Maint. IV&V										
TOTAL GF			500,000							500,000
Special Funds Excluding MITDPF	Prior to FY06	Actual FY06	Approp FY07	Budget Req FY08	Gov Allow FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total SF Excl MITDPF
Initiation/Concept										
Planning/Req. Anal.			148,945							148,945
Design/Development /Integration/Test			557,626							557,626
Implementation			84,583							84,583
Operations/ Maint. IV&V			208,846	131,601		131,601	136,701	142,006	147,522	898,277
TOT SF (- MITDPF)			1,000,000	131,601		131,601	136,701	142,006	147,522	1,689,431
Spec.Funds MITDPF	Prior to FY06	Actual FY06	Approp FY07	Budget Req FY08	Gov Allow FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total SF MITDPF
Initiation/Concept										
Planning/Req. Anal.										
Design/Development /Integration/Test										
Implementation										
Operations/ Maint. IV&V										
TOTAL SF(MITDPF)										
Special Funds Summary	Prior to FY06	Actual FY06	Approp FY07	Budget Req FY08	Gov Allow FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total SF
Initiation/Concept										
Planning/Req. Anal.			148,945							148,945
Design/Development /Integration/Test			557,626							557,626
Implementation			84,583							84,583
Operations/ Maint. IV&V			208,846	131,601		131,601	136,701	142,006	147,522	898,277
TOTAL SF			1,000,000	281,601		131,601	136,701	142,006	147,522	1,839,431
Federal Funds	Prior to FY06	Actual FY06	Approp FY07	Budget Req FY08	Gov Allow FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total FF
Initiation/Concept										
Planning/Req. Anal.										
Design/Development /Integration/Test			500,000							500,000
Implementation										
Operations/ Maint. IV&V										
TOTAL FF			500,000							500,000
Reimbursable Funds	Prior to FY06	Actual FY06	Approp FY07	Budget Req FY08	Gov Allow FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total RF
Initiation/Concept										
Planning/Req. Anal.										
Design/Development /Integration/Test										
Implementation										
Operations/ Maint. IV&V										
TOTAL RF										
TOTAL ALL FUNDS			2,000,000	281,601		131,601	136,701	142,006	147,522	2,839,431

- D. Project Expenditures by Comptroller Object: Figure 3, Project Expenditures by Comptroller Object, is a completed sample of the input table that captures total project cost by Comptroller Object Code.

Figure 3. Project Expenditures by Comptroller Object

Comptroller Object Codes	Prior to FY06	Actual FY06	Approp FY07	Budget Req FY08	Gov Allow FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total
01. Salaries, wages				131,601		131,601	136,701	142,006	147,522	689,431
02. Technical and fees										
03. Communications										
04. Travel										
06. Fuel and Utilities										
07. Motor Vehicle Oper. and Maint.										
08. Contractual Services			2,000,000	150,000						2,000,000
09. Supplies and Materials										
10. Equipment Replacement										
11. Equipment Additional										
12. Grants, Subsid. and Contrib.										
13. Fixed Charges										
14. Land and Structures										
TOTAL			2,000,000	281,601		131,601	136,701	142,006	147,522	2,839,431

Section 3.0: Submission Requirements

3.1 Submission Procedure

Agency ITPR submissions are to be completed on the Information Technology Advisory Council web site by **August 31, 2006** or staggered to meet OBA budget due dates, which are no later than **September 30, 2006**. ITPR submissions must be consistent with the Agency's ITMP and budget request.

A hard copy signature page containing the signatures of the Executive Business Sponsor, Agency CIO and Agency CFO is required to be submitted to DBM before the IT Project Request will be considered.

A sample format is included as the last page of this document. Agency letterhead is acceptable.

The signature page should be mailed to:

Patricia Wade
DBM OIT, 4th Floor
45 Calvert Street,
Annapolis, MD 21401

3.2 DBM OIT Staff Assistance

DBM OIT staff members are available to assist Agencies with ITPR planning activities. For information or assistance please contact one of the following Policy and Planning Office staff:

- Patricia Wade, 410-260-7062; pwade@dbm.state.md.us
- Gail Fowler, 410-260-6347; gflower@dbm.state.md.us

Section 4.0: Review & Approval

Agency ITPRs will be reviewed by various organizations: DBM OIT, DBM OBA and the Department of Legislative Services. ITPRs will be evaluated for consistency with the Agency's ITMP, the budget request and State IT legislated policy, standards and procedures.

Section 5.0: Signature Page

ITPR Signature Page

Agency:_____

Name:_____

Address:_____

Phone#:_____

Project Title:_____

Project Plan Number (Unique identifier of project):_____

Budget: **Appropriation Code:**_____

Sub-Program Code:_____

PCA Code:_____

Agency CIO:

Name:_____

Phone #:_____

Signature:_____

Agency CFO:

Name:_____

Phone #:_____

Signature:_____

Executive Business Sponsor:

Name:_____

Phone #:_____

Signature:_____